

Memorandum



TO: Distribution List

FROM: Bryan Tippie, Budget Director

DATE: March 28, 2003

Re: Minutes of the March 18, 2003 Finance Committee Meeting

Committee Members present: Sharon Grove McCamy and Ray Graham

The Finance Committee met on March 18, 2003, at 3:00 p.m. in the 4th Floor Conference Room of the Court and Office Building. This document reflects the official minutes of that meeting.

County Treasurer's Report: Tanya Wilcox presented the Treasurer's Report for the Finance Committee's consideration.

County Attorney's Report: Tracy Gallehr discussed the litigation status for the County Attorney's Office.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

FY 2003

- 1. Sheriff's Office - \$13,302**
 - a. \$4,043 was approved for appropriation from a Federal Grant for the Bulletproof Vest Partnership Program.
 - b. \$9,072 in State Department of Criminal Justice Services drug seized assets was approved for appropriation.
 - c. \$187 in Federal Department of Criminal Justice Services drug seized assets was approved for appropriation.
- 2. Commonwealth's Attorney**

\$2,268 in State Department of Criminal Justice Services drug seized assets was approved for appropriation.
- 3. Adult Court Services**

A Federal Department of Criminal Justice Services Byrne Grant for \$4,725 was approved for appropriation. This grant provides Spanish training for criminal justice and law enforcement employees.
- 4. County Administration**

\$15,000 from State Funds was approved for appropriation for a Dry Well Replacement Program.

Transfers:

School Division - \$100,000

Transfer was approved for \$100,000 from the School's operational budget to the School's Comprehensive Maintenance Plan in the Capital Improvement Program. Funding will be used to place cameras in all elementary school parking lots.

Regular Agenda

Supplemental Appropriations:

FY 2003

1. Administration - \$310,000

\$310,000 was approved for appropriation from a Virginia Department of Transportation Recreational Access Grant for the Northern Sports Field Complex.

2. Board of Supervisors – \$200,850

\$200,850 was approved for appropriation from the Contingency Reserve for Phase II of the Monroe Park Project.

3. Community Development - \$71,409

\$71,409 was approved for appropriation from local fees for part time/temporary staffing requirements.

4. Parks & Recreation - \$48,250

\$34,029 was approved for appropriation from the Parks and Recreation generated revenue and \$14,221 from the Contingency Reserve to support the Vint Hill Swimming Pool operations and concessions.

Transfers:

Library - \$12,000

\$12,000 was approved for transfer from the Public Health budget to the New Baltimore Library Capital Fund to support preliminary design work.

Finance:

1. Health Insurance – Janice Bourne, Finance Director, provided the monthly health insurance report. The costs for February 2003 were almost \$1,000,000. This is the highest monthly cost in the past three years. One of the major elements of the overall increase in health care costs is prescription medicine. To mitigate this growth, a generic prescription program has been adopted for FY 2004. Urgent Care treatment is also being investigated as a cost reduction option instead of using the more expensive Emergency Room. The Finance and Human Resource

Departments are currently developing a program which will inform all employees concerning ways to reduce health costs.

2. Procurement – Diane Erway, Purchasing Agent, provided an overview of the Procurement Division for the Finance Committee. Included was identification of the Division's expertise and background along with an explanation of the general procurement procedures and process used including the State laws governing purchasing.

Ms. McCamy inquired as to which organization tracked contractor warranties. She was informed that General Services had that responsibility. It was also indicated that Procurement is informed when contractors fail in performance of their contracts in order that they can be considered for deletion from the bidders list.

Randy Wheeler, Deputy County Administrator, reported that a Contract Administrators Internal Certification Course is being developed and is designed to better inform Administrators on basic information regarding project and contract management.

3. GASB34 - The Finance Department is continuing the process of implementing the necessary changes for GASB34. Staff has attended a seminar on the issue and are currently working on the fixed asset component of GASB34.
4. Accounting Code Update – The first phase of the new codes project has been initiated. Phase two will include revised account codes for the Capital Fund.

Comments:

Bryan Tippie, Budget Director, advised that the Mid-Year Review has been completed and will be distributed in the next few days. No significant expenditure problems were identified.

Revenue by the end of the Fiscal Year is estimated to be \$1.3 million more than identified in the current amended budget. This increase is primarily due to the significant number of documents processed by the Clerk of the Courts Office and the Community Development Department and better than projected sales tax revenue.